



Our ref: 37135

Mr Terence Houston

By email: foi+request-5349-3e45a94d@righttoknow.org.au

Dear Mr Houston

I refer to your request received by the Department of Jobs and Small Business (the department) on 4 April 2019 for access under the *Freedom of Information Act 1982* (FOI Act) to the following:

...a complete list of currently available Work for the Dole activities in Perth, Western Australia, including the employers responsible for running of same.

Preliminary Assessment of the Charge

The information you have requested is not available in a discrete form. The department has extracted the information you have requested and produced it in a discrete document by the use of a computer.

Schedule 1, Part 1 of the *Freedom of Information (Charges) Regulations 2019* relevantly provide that the department may issue a charge for an amount not exceeding the actual cost incurred by the department, where the department is required to produce a document containing the requested information in discrete form by use of a computer.

In accordance with section 29 of the FOI Act, the department has determined that you are liable to pay a charge for the processing of your request. The preliminary assessment of that charge is \$57.15, calculated on the basis of the actual cost to the department, as follows:

Classification of officer	Yearly Salary	Time spent to produce document	Actual cost
EL 1	\$106,744	45 minutes	\$ 41.05
EL 2	\$125,611	15 minutes	\$ 16.10
		Total cost	\$ 57.15

Required Action

In accordance with paragraph 29(1)(f) of the FOI Act, you must notify the department in writing within 30 days of receiving this notice that you:

- A. agree to pay the charge, and pay the charge in full;
- B. wish to contend that the charge:
 - (i) has been wrongly assessed; or

- (ii) should be reduced or not imposed; or
 - (iii) both; or
- C. withdraw the request for access.

If you do not provide a written response in accordance with one of Options A, B or C above within 30 days of receiving this notice, your request will be taken to have been withdrawn under the FOI Act.

Alternatively you may wish to refine the scope of your FOI request. If you would like to discuss this please email the department at foi@jobs.gov.au.

Further information on options A, B and C is set out below.

Option A – pay the charge

The amount due should be paid by cheque or money order made out to the Collector of Public Monies— Department of Jobs and Small Business. If you wish to pay via credit card, we have **attached** the relevant form. Please complete it and send it back to foi@jobs.gov.au.

Option B – seek reduction or non-imposition of the charge

If you believe that the charge has been wrongly assessed, or should be reduced or not imposed, please set out your reasons and any evidence that the giving of access to the documents is in the general public interest or in the interest of a substantial section of the public. These factors will be taken into account by the department’s decision-maker when determining whether to reduce or not impose the charge.

If you believe that payment of the charge, or part of it, would cause you financial hardship, please provide sufficient details of your financial circumstances to enable the decision-maker to make a well-informed decision in this regard.

Option C – withdraw your request

If you wish to withdraw your request you may do so in writing.

Time limits for processing your request

The time period for processing your request is suspended from the day that you receive this notice and resumes on either the day you pay the charge or the day on which the department makes a decision not to impose a charge.

Address for correspondence

Please send all correspondence regarding your FOI request to me at the following address:

Information Law Team
Corporate Legal Branch
LOC: C12MT1-LEGAL
GPO Box 9880
CANBERRA ACT 2601

or by email to foi@jobs.gov.au.

Should you have any queries concerning this matter, please contact the department via email at foi@jobs.gov.au.

Yours sincerely,

Information Law Team
Corporate Legal Branch

18 April 2019